



# Olga Butko

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## CONTACT

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## WORK EXPERIENCE

### Helping hand missionary Columbia, LA, United States

2003 - 2007

Interpreter

I worked as a personal translator for the Helping Hand company from USA coming to Lugansk with a humanitarian mission to help orphans and kids from socially unprotected families. This job helped me to improve my communicating skills, get more knowledge in bible and church terminology, to gain public speaking skills and have a great experience of consecutive translation.

### School 45, Lugansk

2010 - 2013

teacher of English

I worked as an English teacher and due to this profession I am able to create a vibrant and effective learning environment, to motivate and earn the respect of students. I have a long track record of taking responsibility for the progress of a class of pupils, as well as planning, preparing and presenting lessons that cater for the needs of the whole ability range within a class.

### selfemployed

2005 - 2014

freelance translator

Provide oral and written interpretation services

- Verify information from original text in order to ensure appropriate interpreting
- Ensure that all written translations conform to the original text in terms of technicality and terminology
- Discuss interpretation requirements with clients to ensure error free documents
- Ensure that both content and style of statements in communicated effectively
- Proofread end document and make any necessary changes
- Listen carefully to conversations and provide verbatim interpretation
- Ensure that the context of the language isn't altered during interpretation

## QUALIFICATIONS

A multi-skilled, reliable and talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas and can communicate clearly and effectively with people from all social and professional backgrounds. Well mannered, articulate, flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles and boundaries.

An experienced, enthusiastic and focused teacher who is committed to safeguarding and promoting the education and well-being of children and young people at all times. I am passionate about giving young children the best possible education in life, and enjoy working in a busy environment and relish the challenge of managing a diverse workload. I am able to establish a supportive relationship with not only students but also their parents and fellow teachers all with the aim of promoting and reinforcing a student's independence and self-esteem. I am always engaged in continuous learning in order to broaden my knowledge and experience.

## EDUCATION

### teaching, Interpreting and translation

2003 - 2009

Luhansk Taras Shevchenko National University (Ukraine)

Course name: teaching, Interpreting and translation  
2003-2009

## INTERESTS

reading, fitness, drama, dancing, picnics